



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 1700.4
SPAWAR 18-2
14 September 1989

SPAWAR INSTRUCTION 1700.4

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND SAILOR OF THE QUARTER/
YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10E
(b) OPNAVNOTE 1700 of 21 Nov 1988

Encl: (1) Sample nomination format

1. Purpose. To establish the Space and Naval Warfare Systems Command Sailor of the Quarter (SQ)/Sailor of the Year (SOY) program, and provide eligibility criteria, nomination procedures, and organizational responsibilities for cognizant commands.

2. Background. Sailor of the Quarter/Year programs have proven value as an excellent means for recognizing superior leadership and performance, and enhancing morale. SPAWAR benefits in that outstanding role models are identified and acknowledged, and thereby serve as highly visible examples of desired standards of conduct and contribution to mission success.

3. Eligibility

a. Senior Sailor of the Quarter/Year (SSQ/SSOY) candidates must be in paygrade E-4 through E-6, and must have a minimum of 90 days aboard the nominating activity. E-6 personnel selected for E-7 are not eligible.

Note: Although included for consideration in reference (a), E-4 personnel are normally not assigned the degree of responsibility or leadership challenge necessary to compete with outstanding E-5 and E-6 personnel. Therefore, nominating commands have the option to submit E-4 personnel as Junior Sailor of the Quarter candidates.

b. Junior Sailor of the Quarter/Year (JSQ/JSOY) candidates must be in paygrade E-4 or below and have 18 months in service, including at least 90 days aboard the nominating command.

c. Senior Sailor of the Quarter and Junior Sailor of the Quarter selectees will become candidates for Senior or Junior Sailor of the Year automatically based on their SQ selection. Activities with SQ selectees who are automatically eligible for SOY consideration may also submit regular SOY candidate.

SPAWARINST 1700.4

14 September 1989

4. Responsibility. Commands will submit nomination packages to SPAWAR headquarters no later than the submission deadline listed below. The Command Master Chief will convene a board to provide recommendations to the Commander as indicated below. Competition period deadlines and board convening dates apply for both senior and junior candidate nominations.

<u>Competition/Period</u>	<u>Submission D/L</u>	<u>Board Convene</u>
1st Quarter SOQ/1 January-31 March	15 April	Last week of April
2nd Quarter SOQ/1 April-30 June	15 July	Last week of July
3rd Quarter SOQ/1 July-30 September	15 August	Last week of August
4th Quarter SOQ/1 October-31 December	15 January	Last week of January
SPAWAR SOY/1 January-31 December	28 February*	First week of March*

*February/March of the subsequent year.

5. Nominations. Nomination format (enclosure (1)) is in conformance with reference (a) and must be strictly adhered to for SSQ candidates. For SSQ candidates and JSQ/JSOY candidates, the personal biography and personal award recommendation are omitted. All nomination packages should include the most recent performance evaluation from the submitting command. Nominations must be submitted to the address below prior to the respective submission deadline listed in paragraph 4.

Space and Naval Warfare Systems Command
(CODE: SPAWAR OOM, Rm-9E08)
Washington, DC 20363-5100

6. Recognition. SSQ/JSQ/JSOY selectees will receive a command plaque and a letter of commendation signed by the Commander. Candidates not selected will receive a letter of appreciation.

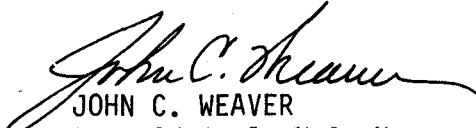
a. The SSQ selectee will be submitted as the SPAWAR candidate for CNO Shore Sailor of the year. If selected as Shore Sailor of the Year, he/she will be awarded a Navy Commendation Medal (NCM) by CNO. If not selected, he/she will be awarded a NAM by Commander, Space and Naval Warfare Systems Command. In addition, he/she will receive a SPAWAR command plaque. All SSQ candidates who are not selected will receive a letter of appreciation.

b. Command recognition for local SOQ/SOY selectees is strongly encouraged. Letters, plaques, special liberty, designated parking, hometown news release, and posted photographs of selectees are some examples of recognition to consider at the command level.

7. Action. Commands should ensure that a local program is in place to nominate, select and acknowledge their most outstanding E-6 and below personnel at an appropriate periodicity based on their manning.

SPAWARINST 1700.4
14 September 1989

Further, all commands should submit their selectee as a candidate for SPAWAR junior/senior SOQ and SOY competitions as directed herein.


JOHN C. WEAVER
Rear Admiral, U.S. Navy

Distribution:
SPAWAR List 2

SNDL Part II
FKQ (All SPAWARSYSCOM Field Activities
and its Laboratories)
C81 (SPAWAR Detachments)

SAMPLE NOMINATION FORMAT

From:
To: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND JUNIOR/SENIOR SAILOR OF
THE QUARTER/YEAR NOMINATION IN THE CASE OF _____.

Ref: (a) OPNAVNOTE 1700 of DMMYY

Encl: (1) Information to support nomination (include copies of evaluation,
Letters of Appreciation/Commendation/Sailor of the Quarter, etc.).
(2) Biography (narrative format, starting with date and place of
birth, schooling, military service, current assignment, awards,
medals, and family, etc. Limit: Two typewritten pages, double
spaced).
(3) Personal Award Recommendation (OPNAV 1650/3), for Navy Commenda-
tion Medal.
(4) 5x7 black and white glossy photograph (one each front and side
view, full length, plain background, Service Dress Blue uniform,
uncovered).

Note: Delete enclosures (2) and (3) for SPAWAR JSOQ, JSOY and SSOQ nomina-
tions; only required for SSOY.

1. Per reference (a), _____ is nominated
as Space and Naval Warfare Systems Command Junior/Senior Sailor of the
Quarter/Year.

2. Full name, address and complete telephone number of nominating command.

3. The following information is provided:

a. Name: _____ SSN: _____

b. Date of birth: _____

c. Date enlisted in the Navy: _____

d. Advancement history (give dates):

(FOR SSOQ/SSOY)

(FOR JSOQ/JSOY)

(1) E-4

(1) E-2

(2) E-5

(2) E-3

(3) E-6

(3) E-4

Enclosure (1)

- e. Currently selected for advancement (If yes, date to be advanced.):
- f. Dependents (List names, dates of birth and SSN's if applicable.):
- g. If previously selected as Sailor of the Month/Quarter/Year, give date(s) and command(s):
- h. Brief synopsis of significant professional achievements which warrant selection:
- i. Awards:
- j. Nominee's off-duty community involvement:
- k. List educational background:
 - (1) Years of formal schooling completed/degree attained:
 - (2) Navy schools completed:
 - (3) Other self-study educational achievements attained while on active duty (Include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Navy-sponsored courses, etc. Exclude training courses required for advancement.):
- l. Any other information to distinguish nominee from contemporaries (limit: one typewritten page):

Signature block